

Minutes from August 23, 2002 MSFC PMC  
Prepared by VS10/Rich Gladwin

Art Stephenson chaired the meeting. Rich Gladwin reviewed the agenda. The agenda included review of open actions, a status presentation on the training and experience requirements for programs managers, lead systems engineers and program control personnel (PM/LSE/PCP), and review of changes to the MSFC Program, Project, Activity (PPA) list.

VS10/Rich Gladwin presented a status of open actions. Action item 1 from the 07-18-01 MSFC PMC and action 1 from the 01-18-02 MSFC PMC were closed. All other actions remained open.

CD01/Jerry Miller presented a status of action 1 from the March 28, 2002 MSFC PMC to define a plan, which identifies the training and experience requirements for MSFC PM/LSE/PCP. Mr. Miller presented his approach. Remaining work includes approval of the Project Management Board (PMB) charter and identification of training and work experience requirements. Mr. Stephenson asked if the APPL courses would fulfill all of MSFC needs. Mr. Miller responded that additional courses will be needed to supplement the APPL courses. Mr. Miller indicated that MSFC would attempt to bring some of the APPL courses to MSFC. ED01/David Throckmorton recommended that requirements for PM/LSE/PCP be clearly established and that managers should then select candidates for the required training versus allowing employees to determine individual needs and desired classes. DD01/Jim Kennedy concurred with this approach. Mr. Stephenson encouraged all Directorates to make time for and to make training a priority. Mr. Stephenson asked that the effort be focused on the process to determine the needs of the MSFC workforce, to determine what specific courses should be offered, to identify the right people to be trained and to finally how to get these people through the required training. FD03/Tony Lavoie recommended that there needed to be incentives for employee training. This raised the issue of whether training and experience should result in PM/LSE/PCP certifications. Mr. Stephenson suggested that Mr. Miller review the recommendations from the Mars Climate Orbiter report.

Mr. Stevenson asked about the responsibilities of the PMB. Mr. Miller responded that the PMB will determine which employees required what specific training. TD01/Denny Kross requested that the PMB broaden its objectives to consider needs for technology programs. PS01/Mr. Steve Beale requested that training in procurement be considered as well. It was also recommended to consider any unique training requirements for lead sub-system engineers. Mr. Stephenson asked that the PMB consider if the agency certification process for PM/LSE was adequate by itself or does it require some additional training, e.g. people skills. Mr. Stephenson indicated that MSFC should use MSFC employees to train ourselves. He also recommended benchmarking of JPL and GSFC. Mr. Flanagan responded that SMO had done some benchmarking of JPL and GSFC. Mr. Bates recommended that DOD should be benchmarked. ED01/Bill Kilpatrick indicated that JPL had application-based training that provided templates for project plans and risk management plans.

Mr. Stephenson asked Mr. Miller to revise his schedule based on the actions from this meeting.

**ACTION 1:**

**Assigned to:** Project Management Board Co-Chairs, Dale Thomas and Tereasa Washington

**Action:** Present recommendations to the MSFC PMC with respect to training and experience requirements for PM/LSE/PCP in the following areas: (1) Identify the appropriate training courses required for PM/LSE/PCP. (2) Determine the work experience requirements for PM/LSE/PCP. (3) Recommend if MSFC should provide a certification for PM/LSE/PCP. (4) Determine if at some point in the future all PM/LSE/PCP must be certified. (5) Determine how on-the-job experience should be credited in lieu of formal training, i.e. "fast-track" for experienced employees (6) Determine how to accomplish training and experience requirements while still meeting customer needs from the product lines.

**Due Date:** 12/18/02

Action 1 from the March 28 MSFC PMC was revised as follows:

**Action:** Based on the Project Management Board decisions (ref: Action 1 from the August 23 MSFC PMC), prepare a plan that implements the PMB decisions for training and on-the-job experience requirements for Project Managers/Lead System Engineers, and Program Control Personnel (PM/LSE/PCP). The plan should address: (1) How to communicate to employees, the requirements for training courses and on-the-job experience for PM/LSE/PCP, (2) Develop a process to track accreditation for PM/LSE/PCP (if accreditation is required), (3) If feasible, develop a plan for using MSFC trainers, (4) Make required classes available for MSFC employees. Present the plan to the MSFC PMC. Coordinate with VS10 and RS01 as necessary. The plan should include schedule milestones.

**Due Date:** 1/16/03

VS10/Rich Gladwin presented an updated list of MSFC PAPAC Programs, Projects, and Activities. Mr. Gladwin summarized the changes to the list. Mr. Stephenson asked that Center Operations Directorate consider if some of its facility projects should be added to the list. Jim Carter indicated he would do so. The list was approved as presented.

The meeting was then concluded.

Attendance for MSFC PMC  
August 23, 2002

<b>Name</b>	<b>Organization</b>
<u>COUNCIL MEMBERS</u>	
Art Stephenson	DA01
Jim Kennedy	DD01
Dale Thomas	VS01
Dave Bates	RS01
Bill Kilpatrick	ED01
Rex Geveden (for Ann Whitaker)	SD01
Randy Humphries Jr. (for Alex McCool)	MP01
Denny Kross	TD01
Tom Hartline (for Amanda Goodson)	QS01
Jim Carter (for Sheila Cloud)	AD01
Steve Beale	PS01
Jim Ellis	AD30
Tereasa Washington	CD01
Jim McGroary for (Bill Hicks)	LS01
<u>OTHERS IN ATTENDANCE</u>	
Rich Gladwin (PMC Secretary)	VS10
Gerald Flanagan	VS10
David Throckmorton	ED01
Jerry Miller	CD20
Pete Allen	AD60
Mary Nehls	ED01
Frank Fogle	TD50
Bill Simpson	RS40
Steve Robbins	VS10